



Minutes of the Extraordinary Full Governing Body Meeting

Held on Thursday 11 June 2020 at 7.00pm

Attendance			
Karen Donald	✓	Helen Vidal	
Louise Druce (Headteacher)	✓	Rachael Wheeler	✓
Viv Gery	✓	Simon Williams (Chair)	✓
Stuart Getty	✓		
Susie Hayward	✓	In attendance	
Rebecca Jennings	✓	Kathryn Dray (Deputy Headteacher)	✓
Kate Kellett	✓	Joanna Lee (SBL)	Apologies
John Mackintosh	✓	Vicky Swann (Deputy Headteacher)	✓
Vicky Sumner	✓	Louise Wheatley (Clerk to Governors)	✓

The meeting was conducted virtually and began at 7.05pm.

	Agenda Item
1.	Confirmation of secure environment All confirmed a secure environment which could not be overheard.
2.	Apologies for Absence Apologies for absence were noted and accepted as above.
3.	Declaration of Interest There were no declarations of interest.
4.	To agree minutes of 2.6.20 The minutes for the above meeting were agreed and would be signed by the Chair of Governors a later date when governors were allowed to visit school.
5.	Matters arising from 2.6.20 All actions were complete with the exception of: ACTION: LW to update the Emergency Childcare Admissions policy to reflect the increase in numbers. The policy made provision for changing numbers and thus no amendment to the policy is required.
6.	Staffing Update VS updated governors surrounding the current staff in school and those shielding at home. She updated governors of the four categories staff had fallen into if they were not able to be in school since March. Government advice changed on 5.6.20 so this week VS communicated with all those staff and all but seven who haven't been at school will now be returning. Whilst some staff had natural concerns, staff were confident with the steps put in place to minimise risk. VS also shared that the previous week, four members of staff had asked to return to school having seen the training and procedures in place.
7.	Attendance KD updated governors on pupil attendance, indicating that 231 children had returned to school out of a possible 307 who had been invited. This represented just over 75% of children that could return.

In Nursery, 58% of Cygnets had returned and 60% for Nursery as a whole. In Year 6 88% of children had returned but this absent rate also includes 2 who were off with non COVID-19 related illness.

KD shared that the children had been overwhelming excited and happy to return. Additionally, children who arrived on the wrong day were accommodated. Four children had been a little tearful but had come into school and were ok after a little time.

Governors praised the video put together to reassure returning children and KD indicated that staff and parents had both been very positive this week.

8. **Road Map**

LD updated governors surrounding the road map and modelling of the partial return which had been undertaken.

LD presented to governors the following proposal of w/b 15.6.20 to allow the Monday and Tuesday bubbles and the Wednesday and Thursday bubbles for YN and YR to come to Forest School twice a week. HV indicated this would make the group size seven or eight like the rest of the other year groups. LD indicated there was plenty of space to still maintain social distancing.

KDonald asked if it would be affected if the number of children increased if others decided to return. HV indicated no as the group sizes had been planned for all returning so the max number would be eight in the group. LD indicated that Reception staff had also shared that the groups could work better if there was a little more numbers.

VG asked if there was enough provision outdoors to be shelter. LD indicated the YN area had the canopy and HV indicated the Reception would spread out a little and then use the trees on the top field and there was a wet weather plan too as the clubroom, clubhouse and hall were also still free if it rained.

VG asked if social distance could be maintained with more. HV indicated yes, the biggest challenge would be with handwashing and toilets to ensure the children are not too long waiting.

LD outlined her proposal further for w/b 22.6.20, for Year 2 to Year 5 to return a day a week each bubble under the current procedures.

SH responded that as a parent she would support this proposal but asked from a governor point of view could the provision be kept safe and manageable. LD indicated that as staff are returning it was able to be implemented. LD shared that the team had looked at space and where childcare bubbles were based. LD additionally shared procedures in place surrounding minimising risk.

JM asked how had it been modelled. VS responded that it had been modelled out and would result in an extra 70 children each day. JM asked how would the additional numbers would move around the school. LD said with the same procedures that are in place e.g. one way systems, allocated toilets and use of external classrooms doors.

VS asked about the cleaning, would it increase if increased provision. LD shared the procedures surrounding cleaning and ensuring that resources were not shared.

SG asked if the teacher would be with the same bubble and not with any other children. LD responded that for Y1 - Y6, the class teacher would span the bubble for their class. LD added additionally that four class teachers would not be returning, but other staff would cover their classes.

KDonald asked if everyone is in for one day a week and YN / YR for two days, were there any further steps that would be taken. LD indicated that it would only be if the government changed the two metre distance rule as space in the majority of classrooms was tight.

SG asked about whether there was a possibility of summer school happening. A discussion took place surrounding this question and the implausibility of this. LD stressed the importance of all staff having a rest following this period and in time to prepare for the autumn term.

SH asked what the strategy looked like surrounding, for example, the accelerated learning plan for catching up. HV indicated that guidance would come from the DfE and also that schools were

	<p>utilising their own assessment systems, looking at long term vision and focusing on areas of assessment coming up in the next year.</p> <p>SG asked if the school lunch provision was open. LD indicated that it was and that packed lunches were being given. LD shared that she had asked Aspens, the school caterers, about hot meals for vulnerable families and also how hot meals could be provided over the coming weeks.</p> <p>KDonald asked if the school had explored any other strategies for pupils return. LD indicated that they had and talked them through and the decision to open up to other year groups rests firmly with the governing body. LD indicated that they had explored whether to increase for Y1 and Y6 but that the key principle of 'all our children matter' had been a driving factor alongside the parental feedback in the case of siblings, of wanting both children to return. In addition to this, social distancing would have been compromised in Y1 and Y6 if more children were in the class.</p> <p>SG asked if the risk assessment needed to be looked at again. LD shared that the risk assessment was being constantly updated.</p> <p>RW enquired as to whether anyone had been sent home with symptoms. KD indicated that one child had felt queasy in the Emergency Childcare provision but had made a quick recovery.</p> <p>DECISION: Governors agreed to increasing the provision for YN and YR w/b 15.6.20, by incorporating the bubbles (Mon/Tues and Weds/Thurs) to allow two days for each child.</p> <p>DECISION: Governors agreed to implement the partial return of children in Y2 to Y5, by allowing children to return in bubbles for one day a week.</p> <p>LD recognised this plan was different from other Epsom & Ewell schools but not from other schools nationally.</p>
9.	<p>Policies</p> <p>The following policies were all agreed.</p> <ul style="list-style-type: none"> • Emergency Childcare Admissions • COVID-19 Home School Agreement • COVID-19 Safeguarding • COVID-19 Behaviour • COVID-19 Health and Safety • Infection Control <p>SW asked governors to continue to monitor policies and return any questions when needed in light of the regularly changing environment.</p>
10.	<p>Summary of key points</p> <p>LW gave a summary of key points and decisions made.</p>
11.	<p>Date of next meeting</p> <p>The next Extraordinary FGB Meeting was arranged for 25 June 2020 at 7.00pm.</p> <p>AOB</p> <p>LD shared that JL was in discussion with Headstart as to whether there could be some childcare provision during the summer.</p> <p>LD also shared that regarding trip refunds, the only trip was Y6 PGL, which had not reached a conclusion to recover the money. LD indicated that the school had spoken with Surrey Insurance and utilising ABTA. LD reassured governors that the money would be returned but that the process was taking time. KDonald asked that the school keep communicating progress, like it has been in the newsletter and LD indicated that it was just time to resolve the matter due to the difficulties with PGL. LD shared that school hadn't paid the final deposit and they had been trying to return the whole amount rather than small amounts resulting in admin charges.</p>

The meeting finished at 8.12pm.